



City of South Bend

Vacancy Announcement

Post Date: Wednesday, January 29, 2014

Closing Date: Until filled

SYSTEMS SPECIALIST IV – DATABASE SPECIALIST

Category: Full Time/Exempt/Non-Bargaining

Department: Administration & Finance

Reports To: Director of Information Technologies

Shift: Monday-Friday, 8:00 am-5:00 pm. Regular on-call rotation required.

Pay Rate: Up to \$62,432

Position: SUMMARY

The Systems Specialist IV – Database Specialist is responsible for documenting, maintaining, standardizing, optimizing and improving the City of South Bend's database infrastructure and required subsystems. Works with business units to define and analyze the needs of their units and architect system standards to support their environment.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Follow and create in-house documentation for repeatable processes of the current database environment
- Monitor backup jobs on all databases and perform routing disaster recovery scenarios
- Maintain and optimize performance by ensuring necessary resources are available within the database environment
- Monitor and troubleshoot issues with performance and access to the database environment
- Perform maintenance routines including software updates, patches, verification of database integrity through transactions and security audit
- Troubleshoot database performance problems as they arise and conduct root cause analysis
- Establish and document standards for all elements of the database environment including design, security, replication, high availability, backup and disaster recovery
- Recommend changes to optimize the database environment including consolidating current database servers and configuring clustering and high availability
- Design database architecture and solutions and create using standard protocols for performance and high availability
- Configure new database servers with optimal configurations for performance and high availability
- Create scheduled and adhoc reporting for business units

- Train using on functionality of SQL Reporting Services
- Stay current with database best practices
- Member of the Information Technologies team and works with end-users to troubleshoot, support and resolve problems with desktop computers, laptop computers, printers, software and other peripherals

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs other duties and assume other responsibilities as apparent or as delegated.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Bachelor's Degree in Computer Science or related area of study. Significant professional experience will be considered in place of a degree
- Minimum 2 years of experience administering Microsoft SQL 2005, 2008, 2008R2, or 2012 databases

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Strong interpersonal written and oral communication skills
- Excellent organizational skills
- Self-motivated with keen attention to detail
- Ability to prioritize and execute tasks in a professional manner
- Ability to analyze problems and select proper corrective action
- Ability to work independently and as a team member
- Strong knowledge of Windows Operating Systems (XP, 7, 2003, 2008 Server, 2008R2 Server, 2012 Server)
- Understanding of .NET development and storage platforms are a plus
- Experience with PowerShell 2.0 (or higher)
- Installation and configuration experience with SQL Server, SQL Server Service Packs and Cumulative Updates
- Extensive knowledge of security policies and procedures for securing SQL Server databases
- Ability to occasionally lift and/or move up to 50 pounds

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid United States Driver's License required
- MCITP (Microsoft Certified IT Professional) –preferred
- MCDBA (Microsoft Certified Database Administrator) – preferred

EQUIPMENT

Desktop Computer, Laptop Computer, Telephone, Printers, Fax Machine, Copy Machine, Scanners, Routers, Switches, Voice over IP Gateways, Digital to Analog Converters, Video equipment, Projectors, Security Cameras

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed mostly in office settings, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office. Entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required

Pre-Employment Background Check Required